

SEASONAL HIRING CHECKLIST

Skip the seasonal hiring scramble! Start as early as possible and follow this sample timeline to help make it easier to build your seasonal team — with tips to staff up fast and smart.

PAYCHEX[®]

HR | Payroll | Benefits | Insurance



3 Months

2 Months

1 Month

Ready to Hire

After Hiring

3

Months
Until Hire



Evaluate Your HR Hiring & Onboarding Solution

- ☐ Consider an AI recruiting solution, screening & onboarding capabilities
- ☐ Research options & make a decision
- ☐ Set up and learn solution

Create or Update Employee Handbook

- ☐ List items to include in employee handbook
- ☐ Develop with support of HR professional
- ☐ Digital distribution & employee acknowledgement

Prepare for Hiring & Onboarding

- ☐ Identify keywords and write clear job descriptions
- ☐ Find & apply to exhibit at local job fairs
- ☐ Highlight job benefits from discounts to perks and bonuses

See how AI is being used for recruiting.

LEARN NOW

3 Months

2 Months

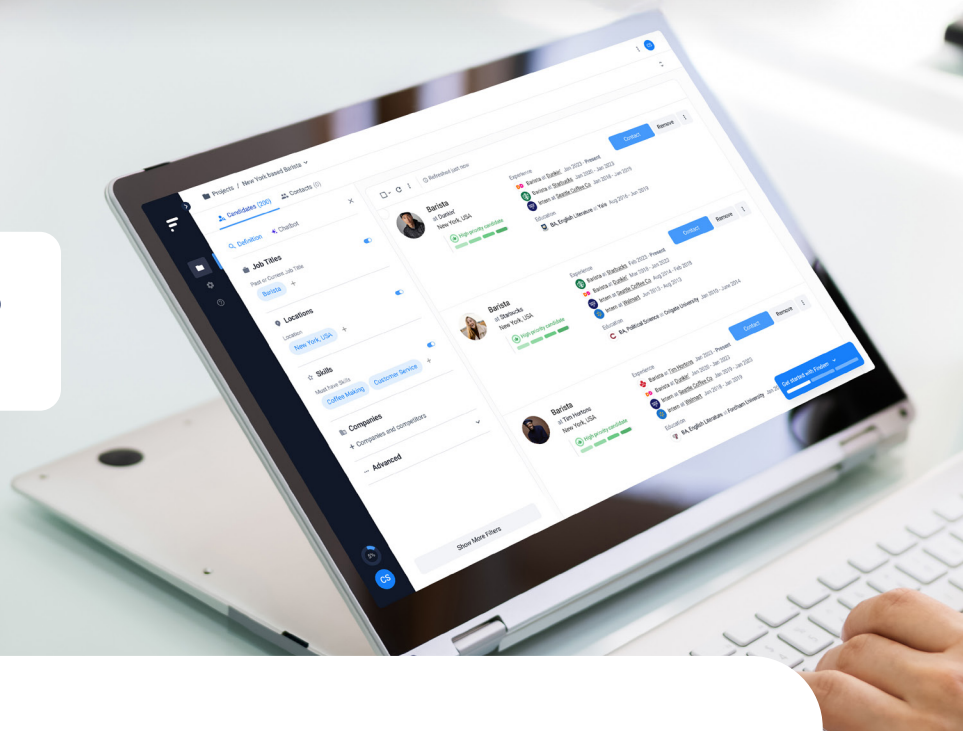
1 Month

Ready to Hire

After Hiring



Months
Until Hire



Develop Employment Marketing

- ☐ Establish or review employment brand
- ☐ Create or edit job web page(s) & on-site signage
- ☐ Write social media posts & job ads

Prepare for Seasonal Hiring

- ☐ Post on social media why company is a great place to work
- ☐ Post that you'll be hiring soon
- ☐ Review HR solution, hiring, onboarding & training programs

Review Your Hiring Process

- ☐ Establish performance benchmarks
- ☐ Determine how processes will meet benchmarks
- ☐ Address any gaps in your hiring process

Get insights on AI recruiting and the importance of the human element.

**WATCH THE
PODCAST**

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Month
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Ensure Candidates Meet Your Hiring Needs

- ☐ Compare candidates' skills and experience against job requirements
- ☐ Consider their availability and ability to meet essential functions
- ☐ Consolidate potential candidate pool before interviewing

Interview Job Candidates

- ☐ Set up job interviews
- ☐ Reduce risk by being consistent in the interview process
- ☐ Choose the most qualified candidates

Get eight essential tips to help you compete for quality employees.

GET THE GUIDE

3 Months

2 Months

1 Month

Ready to Hire

After Hiring



**Ready
to Hire**

Market & Hire

- ☐ Use AI recruiting tool & applicant tracking system
- ☐ Publish social media, website, signage, etc.
- ☐ Schedule interviews, meet candidates, & make job offers

Simplify New-Hire Onboarding

- ☐ Create checklist for onboarding forms
- ☐ Distribute handbook & company materials
- ☐ Deliver hands-on training, videos & manual

Survey Employees

- ☐ Create & send candidate experience survey
- ☐ Review survey & employment data in HR solution
- ☐ Find areas for improvement & adjust process

See the importance of smooth onboarding and why you start early.

READ NOW

3 Months

2 Months

1 Month

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After Hiring



Comply With the Law, Including

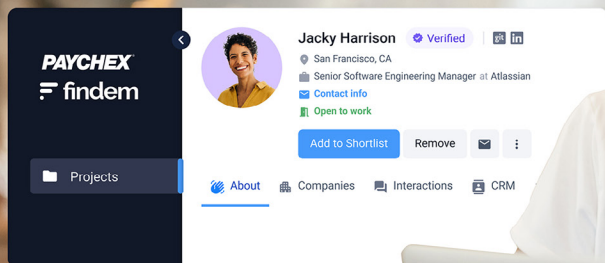
- ☐ Determine employee classification and collect correct tax forms
- ☐ Meet Fair Labor Standards Act (FLSA) regulations for minimum wage, overtime pay, recordkeeping, and child labor
- ☐ Comply with Affordable Care Act (ACA) and Employer Shared Responsibility (ESR) provisions

Offboard Employees

- ☐ Create a positive experience to help ensure employees will want to return next season
- ☐ Communicate last day of work and timing of last paycheck
- ☐ Gather and submit all required paperwork

Get help from our AI recruiting, HR technology, and dedicated HR professionals.

FIND OUT HOW



Prepare for the Hiring Surge Today

Take steps now, before busy season, to simplify hiring with help from our AI-assisted recruiting tool, all-in-one HR technology, and support from a dedicated Paychex HR professional.

FIND OUT NOW

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